



# Maine Educator Information System (MEIS)

## How to create your Superintendent account

- 1.) Go to [https://www.mymainecertification.com/SSO\\_PROD/Signin.aspx](https://www.mymainecertification.com/SSO_PROD/Signin.aspx). Select “Are you a new user? Click here to create an account.”

A screenshot of the Maine Department of Education's sign-in page. The header includes the Maine Department of Education logo and navigation links for Home, Links And Docs, and Sign In. The main content area contains a welcome message, a sign-in form with fields for Username and Password, and a Sign In button. Below the form are three links: "Are you a new user? Click here to create an account.", "Username problems? Click here to recover your username.", and "Password problems? Click here to recover your password." A red arrow points to the first link.

- 2.) Create a user name.
- 3.) Next, create a password consisting of at least 6 characters. The password must also have two of the following: upper-case letter, lower case letter, number, or special character (@,;, &).
- 4.) Enter your demographic information. For Superintendents and Renewal Chairpersons, please enter your school email as your primary email and your personal email as your secondary email. All others should only enter personal emails.

5.) Enter town and date of birth. Select “Next”.

Create A User Account - Step 1 of 4

Use this form to create an account.  
Please enter the information below and click the Next button.

User Name:  \*

Password:  \*

Confirm Password:  \*

First Name:  \*

Last Name:  \*

Primary Email Address:  \*

2nd Email Address:  optional

Town of Birth:  \*

Date of Birth:    \*

\* Required Field

Cancel Next

6.) Choose and answer the three secret questions. Select Next.

Create A User Account - Step 2 of 4

Use this form to create an account.  
Please enter the information below and click the Next button.

Secret Question 1:  \*

Secret Answer 1:  \*

Secret Question 2:  \*

Secret Answer 2:  \*

Secret Question 3:  \*

Secret Answer 3:  \*

Note: These questions will be used to verify your identity if you ever need to reset your password.

\* Required Field

Cancel Previous Step Next

7.) Choose “I DO want to access my Maine certification records” and then enter your NEO Staff ID or your Social Security Number. Select Next.

**Create A User Account - Step 3 of 4**

**Use this form to create an account.**  
Please enter the information below and click the Next button.

Would you like to access your Maine certification records? If so, provide your NEO Staff ID or SSN.

I do NOT want to access my Maine certification records.  
 I DO want to access my Maine certification records.

**Note:** NEO Staff ID or Social Security Number is required. \*

**NEO Staff ID:**

**Social Security Number:**

\* Required Field

Cancel Previous Step Next

8.) Verify information is correct and select "Submit".

**Create A User Account - Step 4 of 4**

**New User Account Summary Page**  
Please enter the information below and click the Submit button.

**User Name:** Samuel.Superintendent  
**Password:** \*\*\*\*\*

**First Name:** Samuel  
**Last Name:** Superintendent

**Primary Email Address:** Samuel.Superintendent@Portlandschools.net  
**2nd Email Address:** SamSuper@Email.com

**Phone:**  
**Phone Extension:**  
**Fax:**

**Secret Question 1:** What is your father's middle name?  
**Secret Answer 1:** Bernie

**Secret Question 2:** What town were you born in?  
**Secret Answer 2:** Portland

**Secret Question 3:** What is the name of your first pet?  
**Secret Answer 3:** Sparky

**Town of Birth:** Portland  
**Date of Birth:** 9/19/1978

**NEO Staff ID:**  
**Social Security Number:**

\* Required Field

Cancel Previous Step Submit

9.) At this point you will need to contact Ryan Cunningham ([Ryan.L.Cunningham@Maine.gov](mailto:Ryan.L.Cunningham@Maine.gov) or 207-624-6809) at the Maine Department of Education and request the district superintendent role for the account that you have created.